

STEERS (State of Texas Environmental Electronic Reporting System) Help

Overview

STEERS is the State of Texas Environmental Electronic Reporting System that allows users to submit notification and registration applications electronically.

General STEERS Information:

- Each STEERS account must have a unique e-mail address.
- Only one account may be created in a 5-minute interval, and only 20 accounts may be created in a 24-hour period.
- The STEERS account and a verification email will be sent to the address you provided when the account is created. You must use this email to set your account password.
- New accounts are probationary and have limited access until STEERS receives a signed hard-copy STEERS Participation Agreement (SPA) or the SPA is signed electronically using the account holder's Texas Drivers License (TDL). A notification or registration application cannot be submitted without submitting the SPA. The signed SPA must be received to meet the EPA and legal requirements for electronic signatures. If a signed SPA is not received by the STEERS team within:
 - **15 days** of the creation date, the account will be locked.
 - **30 days** of the creation date, the account will be archived.

How to set-up a STEERS account:

1. Access STEERS at the following www6.tceq.state.tx.us/steers/.
2. Click on [I need: to create a new account](#).
3. Enter the applicant's information: Name, Company Information, Contact Information, and Mailing Address.
4. Fill in security question information. It is recommended that you save this information in a safe place for future use.
5. On the [STEERS access](#) page you will need to select the program area you wish to have access to.
 - a. Select the [Air New Source Review \(EPR_NSR\)](#) program area.
6. On the [Air New Source Review access](#) page you will need to choose your access type and authorization statement.
 - a. Select the access type, or role, you would like for the program you are adding.
 - b. Select the relationship that best describes the account holder's relationship to the facility.
 - c. Select the appropriate authorization.
 - i. If you are applying for a read, edit, or preparer role, select the first statement. Only your authorization is needed.
 - ii. If you are applying for a sign and submit role, either you must directly have the authority to report for the site according to the program signature standards, or someone with that authority must be authorizing the access. If someone else is authorizing the access, you must provide that person's name, title, and company.

- d. Click the [Add Access](#) button.
- Once the program has been added, you will be returned to the program area access page. You can either make changes or click [Cancel](#) to quit.
- You must submit a signed SPA to the TCEQ before you will have full access to the new program either by mail or signed electronically using a TDL.

How to submit a signed STEERS Participation Agreement (SPA):

Electronically:

1. In the [My Account](#) section click [e-sign SPA](#) at the top of the page.
2. Enter the required fields into the form at the bottom of the E-SPA:
Note: The TCEQ does not store confidential information like the TDL number, SSN, or birthdates.
 - a. **First Name** - Signer's first name. Pre-populated with the information from the account.
 - b. **Last Name** - Signer's first name. Pre-populated with the information from the account.
 - c. **Company Name** - Signer's company. Pre-populated with the information from the account.
 - d. **Title** - Signer's title. Pre-populated with the information from the account.
 - e. **TDL Number** - Signer's TDL number. This is the 8-digit number labeled DL on the TDL.
 - f. **TDL Audit Number** - Signer's TDL Audit number. The audit number is the 11 or 16 digit number printed to the left of the TDL picture or the 20 digit number labeled DD at the bottom of the TDL.
 - g. **SSN** - The last 4 digits of the signer's Social Security Number (SSN).
 - h. **Date of Birth** - Signer's date of birth in mm/dd/yyyy format.
3. Place a check in the box next to both of the signature statements and press [E-Sign SPA](#). Please press this button only once.
4. The information you entered in response to the secret questions is used to verify the signer's identity. It is recommended that you save this information in a safe place for future use.
 - a. If no match is found, you have up to three chances to sign electronically.
 - b. If a match is found, a receipt is displayed and a copy of record (COR) is created of the account information at the time the SPA was signed. The COR will be available by searching the submissions log.
5. You will receive an email with your STEERS account number (ERXXXXXX) and a link to log in to STEERS. Follow the instructions in the email to verify your account and setup a password.

By Mail:

- In the [My Account](#) section click [Paper SPA](#) at the top of the page.
- You can choose to generate a paper SPA for your full account or for a single delegating authority.
 - SPA for your full account:
 - Click on [Generate your SPA](#) and print the SPA.
 - All signature blocks must be signed in ink. A signature block will print for the account holder and all persons giving the account holder authority to report for a program.

- Mail the SPA to the address listed on the form. Due to legal requirements, STEERS cannot accept faxed or emailed forms. STEERS staff recommends that you do not send the form by certified mail, as this mail is delivered to another state agency before being sent to the TCEQ, which causes delays in activating accounts.
- SPA for a single delegating authority:
 - Enter the required fields into the form: First, Last name, Company Name, and Title.
 - If no authorizations were found, please check what you entered and try again. Otherwise, a SPA will be displayed with only the IDs listed for the authority information you entered.
 - Use your browser print button to print the SPA.
 - All signature blocks must be signed in ink. A signature block will print for the account holder and all persons giving the account holder authority to report for a program.
 - Mail the SPA to the address listed on the form. Due to legal requirements, STEERS cannot accept faxed or emailed forms. STEERS staff recommends that you do not send the form by certified mail, as this mail is delivered to another state agency before being sent to the TCEQ, which causes delays in activating accounts.